BIDDENHAM VILLAGE HALL---OPERATING INSTRUCTIONS

Reviewed 21/1/15

EMERGENCY PROCEDURES

There are copies of the emergency procedures in the hall, kitchen and in the entrance hall.
This includes a plan of the hall showing the location of fire exits, fire doors and fire extinguishers.

FIRE PRECAUTIONS

NO SMOKING, NAKED FLAMES OR FLAMMABLE SUBSTANCES OR MATERIALS (PARTICULARLY DECORATIONS) ARE ALLOWED IN THE HALL.
DECORATIONS MUST NOT BE PLACED NEAR OR TIED TO LIGHTS OR THE GAS HEATERS.
NO ADDITIONAL HEATERS CAN BE BOUGHT INTO THE HALL
You should point out the location of the fire exits to your guests/other users of the hall before any event begins.
Emergency exit signs must be switched on at all times.
You must ensure that fire exits in are not blocked or obstructed at any time both inside and outside the hall in the car park.

ELECTRICAL EQUIPMENT

Any electrical equipment bought into the hall must be in good condition and used in a safe manner
Do not attempt to use or repair damaged or faulty Village Hall equipment and report all faults to the Maintenance Officer.
When light bulbs fail, the associated LCD will trip, and can be reset if necessary. In the event that faulty equipment is used in any of the sockets in the hall, the RCD will trip. You can reset this but you must stop using the equipment if any RCD trips more than once. See the equipment operating instructions for how to reset LCDs and RCDs
Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

ELECTRIC OVEN AND HOBS

Read and comply with the instructions for use that are on the wall next to the oven/hobs
Do not cook with fat.
Never leave the hobs unattended when on, and turn off at the wall for cleaning when you have finished cooking.

NOISE

A sound limiter has been installed to ensure that noise levels are not excessive.
If possible, please keep windows and the entrance doors closed when music is being played. Extra ventilation can be obtained by opening the windows in the roof (opened by using the ropes upstairs).
Fire exits must be kept closed at all times.
Please keep noise levels down outside the hall e.g. in the car park particularly during and at the end of functions.

CAR PARK

DO NOT TAKE ALCOHOLIC DRINKS INTO THE CAR PARK
Any vehicles left overnight must be removed by 10am the following morning
If the car park is full, guests should park so as not to inconvenience local residents.

GENERAL

Mop up spills on the floor as soon as possible with the mop provided (in the cupboard in the bar area)
Always use the chair trolleys to move stacks of chairs—**DO NOT DRAG THEM AROUND**
Do not use the ladders
Please read and adhere to the instructions for operating equipment in the hall
Report any equipment failure or damage to the Maintenance Officer as soon as possible

WHEN YOU HAVE FINISHED

1. Stack all chairs neatly in the annex. Please stack no more than 5 at a time (to avoid too heavy and unsafe stacks) with the backs outwards so that they can be easily moved with the chair trolleys by the next user.
2. Fold up any tables used and stack them in the table trolleys.
3. Leave the hall in a clean and tidy condition, including sweeping the floor (brushes are in the broom cupboard in the bar area).
4. Ensure that the work surfaces, oven, heater cabinet and fridges are left clean.

LEAVING

Switch off all lights, water heaters in the kitchen and the electric heater in the entrance hall
DOUBLE CHECK THAT THE HEATERS IN THE HALL ARE PROPERLY TURNED OFF
Ensure all windows are closed and please lock the door